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Guidelines for Office Space Allocation	ACA Standards: None		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Guidelines for Office Space Allocation

The Oklahoma Department of Corrections (ODOC) office space must be managed responsibly and promote the advancement of the ODOC mission and the strategic priorities of each location. Flexibility needs to be maintained in order to address changes in function, location, and staff. An assignment and management of office space has been established to achieve the best utilization and response to current and emerging needs of the ODOC. This policy provides general guidelines for the allocation of ODOC office space owned/leased in accordance with [OP-120103](#) entitled “Acquisitions and Dispositions.”

I. Office Space Provided

- A. All staff will be provided with a suitable working environment for the type of work they perform.
- B. Office space will be provided to units in order to adequately support their core missions and functional needs.
- C. Office space, like all space, is ODOC owned or leased property that will be allocated to a given unit, as available, in a manner that best advances ODOC priorities. No unit “owns” the space that has been allocated to it.
- D. Each unit should manage its office needs within the allocated space.
- E. Existing office space should be used to maximum functionality and efficiency.
- F. Office space that has been allocated to a unit may be reassigned by the property and lease manager to another unit at any time in response to ODOC needs and priorities.
- G. Assignment and reassignment of office space will be determined by the property and lease manager. Unit administrators/division heads have the responsibility to allocate, reallocate, and address office space needs within their respective units.

- H. Office space vacated due to a substantial reduction in workforce or unit elimination will be evaluated and reassigned by the property and lease manager according to ODOC office space needs.

II. Assignment of Office Space

Offices may be private, shared, open, or in cubicles as appropriate and available.

- A. Offices will be assigned based on need, availability, and suitability for the intended use.
- B. Multiple office spaces for an individual employee is not allowed unless there is a true demonstrated need. Under such circumstances, the employee may be assigned a secondary office at a different location. All decisions related to multiple offices will be made on a case-by-case basis as determined by the unit administrators/division head and the property and lease manager.
- C. If an office space that is assigned to a unit remains vacant for more than two months, the unit will be required to provide justification for maintaining use of the space.
- D. Office space vacated due to a unit relocation to another building, floor, or suite reverts to the ODOC property and lease manager for reassignment.

III. Office Space Requests

If additional office space(s) is needed due to expansion of a unit, a request will need to be sent to the property and lease manager. The property and lease manager will evaluate, identify, and assign office space(s) to that unit.

IV. Evaluation of Office Space

- A. Official space inventory reports of all office space allocations will be maintained by the property and lease manager.
- B. To support an accurate and complete record of space allocations, each unit administrator/division head will notify the property and lease manager at the time of any office space occupancy change or vacancy.
- C. A biannual report will be sent to each department for review of the current office space utilization. The report is to be reviewed for accuracy and submitted back to the property and lease manager.
- D. Periodic evaluation of office space allocation should be made by the unit administrator/division head to ensure that all office space is being used to maximum functionality and efficiency.

V. Office Storage Space

Office spaces may be assigned to a unit as a storage space for filing cabinets and documents.

VI. References

P-120100 entitled "Management of State Funds and Assets"

OP-120103 entitled "Acquisitions and Dispositions"

VII. Action

The property and lease manager is responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-120106 entitled "Guidelines for Office Space Allocation" dated November 19, 2020

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